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By-Laws

Western
Reserve Chapter

Daughters
of the
American
Revolution. Ohio.

1907-1908



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By-Laws

ARTICLE I.

NAME.

The name of this Chapter shall be the Western Reserve Chapter.

ARTICLE II.

GOVERNMENT.

This Chapter, like every Chapter, is governed by the Constitution and By-Laws of the National Society, which, however, permit the enactment of further, but not conflicting By-Laws, for the local government of each Chapter.

ARTICLE III.

MEMBERSHIP.

Section 1. Any woman who is of age and "who is descended from a man or woman who, with un-failing loyalty rendered material aid to the cause of independence, as a recognized patriot, as a soldier or sailor; or as a civil officer in one of the several Colonies or States, or the United Colonies or States," is eligible to membership in this Chapter; provided, that the applicant is acceptable.

Sec. 2. She must apply to the Registrar for two of the application blanks that are furnished by the National Society. These blanks must be filled out in duplicate and each one must be signed by three members of the National Society who can vouch for the acceptability of the applicant. They then must be returned to the Registrar accompanied by the entrance fee and the dues for the current year.

Sec. 3. If the Registrar finds the applicant eligible, she shall present the name to the Board of Management, as a committee of safety, to be acted upon.

If elected, the application blanks then must be signed by the Regent, Secretary and Registrar, and, by the latter, transmitted to the Registrar General for the approval of the National Board of Management. The applicant will be notified duly by the Registrar of the action taken upon her papers.

Sec. 4. An applicant who is already a member of another Chapter must send to the Registrar the transfer card of the National Society, endorsed by one member of the Western Reserve Chapter and accompanied by a copy of her membership papers. Her name will be acted upon at the next meeting of the Board of Management.

Sec. 5. Members of the Western Reserve Chapter wishing to be transferred must apply to the Registrar for transfer cards and copies of their membership papers.

ARTICLE IV.

FEES AND DUES.

Section 1. The initiation fee of the Chapter shall be two dollars, and with the initiation fee of the National Society (one dollar), and the annual dues of the National Society (one dollar), must accompany the application for membership. The annual dues of the Chapter are two dollars, and with the annual dues of National Society (one dollar) must be paid to the Treasurer, on or before January 1st, but fees and dues of non-resident members may be those prescribed by the National Society.

Sec. 2. Any member who is delinquent in her dues shall be notified by the Treasurer the twenty-third of February and the twenty-third of October. If she remains in arrears, her case shall be referred to the Board of Management for consideration at its next meeting.

Sec. 3. The payment of \$25.00 at any one time constitutes a life membership.

ARTICLE V.

OFFICERS.

Section 1. The Officers shall consist of the Regent, four Vice-Regents, Secretary, Treasurer, Registrar and Historian.

Sec. 2. These officers, and such assistant officers as may be necessary, the Ex-Regents and an Advisory Board, composed of seven members of the Chapter, shall constitute a Board of Management.

Sec. 3. The Regent, Vice-Regents and three of the Advisory Board shall be elected in May of even years. The Secretary, Treasurer, Registrar, Historian and four members of the Advisory Board shall be elected in May of odd years. They shall hold office for two years and until their successors have been elected and installed. All officers elected at the annual elections in May shall assume their duties at the same meeting. No one shall hold two offices at the same time, or the same office more than two years consecutively. Serving to fill a vacancy shall not be considered any part of a regular term.

Sec. 4. Nominations of assistant officers shall be made by the Board of Management, the Chapter to vote upon the same by acclamation.

ARTICLE VI.

DUTIES OF OFFICERS.

Section 1. The duties of the officers shall be such as usually appertain to their offices, and they shall have such other duties as hereinafter may be imposed. Every officer shall report at the business meetings, and shall report in full at each annual meeting. All reports shall be made in writing and shall be handed to the Secretary immediately after being read. Any officer leaving the city, expecting to be absent at any meeting, shall place all books and papers belonging to the Chapter which are in her

custody, in the hands of the Regent or one of the Vice-Regents. The Secretary and Registrar shall verify their lists of members quarterly.

Sec. 2. The Regent shall convene and preside at all the meetings of the Chapter and Board of Management, and appoint the place of such meetings with the concurrence of the Board of Management. She shall have general direction and management of the business of the Chapter, including the appointment of committees and of all standing committees she shall be a member ex-officio. She shall sign all official certificates or documents, all contracts or obligations of the Chapter, and all warrants drawn on the Treasurer for money appropriated by the Chapter or Board of Management. She shall receive, on election, from each retiring officer, all property belonging to the Chapter which pertains to her office, and shall deliver the same to each newly elected officer, with full instructions regarding her duties. And she shall perform from time to time such other representative duties as may be imposed upon her by the Board of Management.

Sec. 3. The Vice-Regents, in their order, shall perform the duties of the Regent, in the case of her absence or disability. The First Vice-Regent shall have charge of the patriotic and educational work of the Chapter, and shall receive the reports of the committees of this department.

The Second Vice-Regent shall have charge of all literary work and the necessary committees, which shall report to her, including the program committee, of which the Historian shall be chairman.

The Third Vice-Regent shall have charge of all the entertainments and charitable work and shall receive reports from the necessary committees.

The Fourth Vice-Regent shall have charge of the financial matters of the Chapter and the necessary committees or employes to conduct the business.

Sec. 4. The Secretary shall keep a register of all the members of the Chapter, recording all transfers, deaths, resignations or changes in the membership from any cause; shall record and preserve the minutes of all the meetings of the Chapter and of the Board of Management; attend to all the correspondence of the Chapter and Board of Management, when not otherwise definitely assigned; give notice of all meetings as directed by the Regent; call the roll at all business meetings; give notice to all officers of orders or votes affecting them; notify the Corresponding Secretary General and the State Regent of the election of Chapter officers, and delegates to the Continental Congress; have charge of the seal, charter, By-Laws and records; sign all warrants on the treasury for moneys appropriated by the Chapter or Board of Management; and provide and have the custody of all stationary and supplies ordered by the Board of Management.

Sec. 5. The Treasurer shall collect the dues and deposit all money belonging to the Chapter in such bank as the Board of Management shall direct; disburse money only on an order signed by the Regent and Secretary; keep a correct account of all receipts and disbursements, as well as a list of members with the local and national numbers, in which must appear the record of all transfers, deaths, resignations, or changes in the membership from any cause; send promptly to the Treasurer General the dues and reports as prescribed by the Constitution of the National Society, and the fees and dues of applicants for membership when their papers have been accepted by the Board of Management; send two notices to members who are delinquent in their dues and then report the case to the Board of Management; and submit the year's report to the Auditing Committee before presentation at the annual meeting. The Treasurer's books shall be closed May first.

Sec. 6. The Registrar shall keep a register in which the name of each member of the Chapter shall be recorded, with the date of her election, her Na-

tional and Chapter numbers, and the names of her ancestors who gave Revolutionary service. In this shall also be recorded all resignations and transfers, marriages and deaths. She shall apply to the Registrar General for and have the care and custody of all application blanks. She shall furnish two application blanks to any woman who may be invited to become a member of the Chapter and shall receive the same again when they have been properly filled out. It shall then be her duty to verify the service of ancestors therein stated; to certify to the Board of Management the names of all eligible applicants; to forward to the Registrar General of the National Society such applications as may be approved by the Board of Management, at the same time sending to the Treasurer of the Chapter the fees which must be received with each application. She shall notify applicants of their election or rejection, return the moneys to all who are not accepted, and place on file each duplicate application, containing the proofs upon which membership in the Western Reserve Chapter has been obtained, when it is returned from the National Board of Management. On these she shall enter, as occasion arises, in the blank spaces left for the purpose, any further record of the members, and shall, at once, notify the Regent, Secretary and Treasurer, as well as the Registrar-General, of any additions to or changes in the membership.

Sec. 7. The Historian shall keep a record of all Historical, Commemorative and Social events; send reports to the Assistant Historian General, to the American Monthly Magazine and to the daily newspapers when so directed by the Board of Management. The Historian shall also act as the Chairman of a committee to make the program from September to May inclusive.

ARTICLE VII.

BOARD OF MANAGEMENT.

Section 1. The Board of Management shall consist of the officers, such assistant officers as may be

elected, the Ex-Regents, with an Advisory Board of seven members of the Chapter.

Sec. 2. The Board of Management shall recommend plans for promoting the objects of the Society; consider and prepare business; authorize the expenditure and disbursement of unappropriated moneys in the treasury for the current expenses of the Chapter; have power to fill vacancies in offices; shall judge of the qualifications of applicants for admission when presented by the Registrar, and elect the same; and shall perform such other duties as may be necessary.

Sec. 3. The Board of Management shall not take action upon the name of an applicant at the same meeting at which her name is presented; when taken the ballot shall be secret; three negative ballots shall prevent favorable consideration.

ARTICLE VIII.

COMMITTEES.

Section 1. The Standing Committees shall serve for one year, and be as follows:

Committee on the Promotion of Patriotism in the public schools.

Committee on American History in Foreign Languages.

Committee on Books to be presented to the Genealogical Library of the Western Reserve Historical Society.

Committee on D. A. R. Section of the Needlework Guild.

Committee on the Collection of Revolutionary relics for the Continental Hall, soon to be erected in Washington by the National Society.

Committee on care of Revolutionary Graves in the vicinity of Cleveland.

Committee on Ways and Means.

Committee on Reception of New Members.

Committee on Genealogical Research. To assist persons, in making application, who have been invited to become members.

Committee to audit.

And such others as shall be found necessary for the transaction of business.

Sec. 2. All reports of committees shall be made in writing and shall be given to the Vice-Regent in charge of that work.

ARTICLE IX.

DELEGATES TO THE CONTINENTAL CONGRESS.

Section 1. This Chapter is entitled to be represented by its Regent and one delegate for each one hundred members. Alternates shall be elected for the Regent and for each delegate. Only members who have paid their dues for the fiscal year shall be entitled to representation.

Sec. 2. Each delegate, on being elected, shall receive from the Secretary a certificate of election, signed by the Regent and Secretary, which shall be her credentials to represent the Chapter at the Continental Congress and which she must present in Washington.

ARTICLE X.

MEETINGS.

Section 1. Business meetings shall be held on the second Friday of September, November, February and May, at 10 A. M.

Sec. 2. Literary and Social meetings shall be held on the second Friday of October, December, January, March and April, the hour to be determined and announced by the program committee. A half hour may be devoted to business if necessary.

Sec. 3. The order of exercises at business meetings shall be:

Call to order. Roll call. Reading of minutes of previous meeting. Recommendations from the Board of Management; reports of officers, reading of letters and communications. Unfinished business. New business. Adjournment.

Sec. 4. The annual meeting shall be held the second Friday of May, at 10 A. M.; the order of exercises shall be:

Call to order. Annual report of the Secretary. Annual report of the Treasurer. Annual report of the Registrar. Roll call. Election of officers and members of the Advisory Board. Miscellaneous business. Adjournment.

Sec. 5. Delegates and alternates to the Continental Congress shall be elected at the February meeting.

Sec. 6. Special meetings shall be called by the Secretary when directed by the Regent or the Board of Management, but no business shall be transacted except that included in the call.

Sec. 7. At all meetings twenty-five members shall constitute a quorum for the transaction of business.

Sec. 8. Election shall be by ballot. All nominations shall be made from the floor. A majority of the votes shall elect.

Sec. 9. The Board of Management shall meet the Wednesday after election, the Friday preceding each business meeting of the Chapter and at the call of the Regent. One-third of the members shall constitute a quorum for the transaction of business.

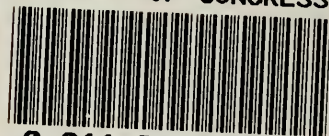
Sec. 10. The Chapter may make any Daughter of the American Revolution an honorary member of its body by a three-fourths vote, at any regular meeting, a quorum being present and voting; such vote to be by ballot. Honorary members shall be exempt from local dues.

ARTICLE XI.

AMENDMENTS.

These by-laws may be amended at any business meeting of the Chapter by a two-thirds vote, the proposed amendment having been read at a previous meeting and notice thereof having been mailed by the Secretary to each member of the Chapter at least five days before the meeting.

LIBRARY OF CONGRESS



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